



## Presbytery of the Cascades

Position open:

STATED CLERK

### [Position Description](#)

The Presbytery of the Cascades [western Oregon and southern Washington] is searching for its next stated clerk. This is a  $\frac{3}{4}$  time position, working as part of a team with the three co-executives. Applicants must be ordained elders or ministers in PCUSA. Position description is available at [www.cascadespresbytery.org](http://www.cascadespresbytery.org).

Send letter of application with a resume, including contact information for three references, to:

Cascades Presbytery South Office  
PO Box 1145  
Phoenix, OR 97535-1145.

FAX 541-535-7585 or  
email [Janet](mailto:Janet).

Deadline is January 1, 2010. For more information, contact Dwayne Brown, search committee chair, at 541-673-5559 or [Dwayne](#).

## Stated Clerk Position Description Presbytery of the Cascades

- Title:** Stated Clerk
- Position:** Elected Staff - elected to 5-year (renewable) term  
Must be ordained as Elder or Minister of the Word And Sacrament; if minister, then the position is a called position
- Type:** Regular Employee
- Status:** This position is Part-time (75% time), Exempt, and Grade 6
- Purpose:** The Stated Clerk is called and elected by the presbytery to fulfill the constitutional requirements of the Presbyterian Church (USA) for a presbytery stated clerk, serving as the continuing officer of the Presbytery of the Cascades in accord with *Book of Order* G-9.0203b and performing the ecclesiastical, administrative, and judicial functions required of the office by the Presbyterian constitution, by the bylaws of the Presbytery of the Cascades, and by other appropriate assignments as may be given by the Presbytery Personnel & Administration Committee.

### Position Responsibilities:

- I. Function:** Facilitate the meetings of the Presbytery of the Cascades and its Presbytery Council in cooperation with the Moderator, chairperson of the Presbytery Council and the elected staff of the presbytery.
1. Make physical meeting arrangements.
  2. Prepare proposed dockets, provide notifications, registration and related information.
  3. Maintain knowledge of appropriate application of procedures and policies of the Constitution of the Presbyterian Church (USA), Roberts= Rules of Order, the Bylaws/Standing Rules/Manual of Operations of the Presbytery of the Cascades; provide advice and counsel as needed on procedure and constitutional requirements.
  4. Prepare and maintain proper minutes and records for the presbytery as may be required by constitutional standards or administrative regulations.
  5. Provide appropriate notification of the actions of Presbytery and Presbytery Council.
  6. Pray for the presbytery, its congregations, its minister members, and all of its leadership.
- II. Function:** Perform the varied tasks required of the office
1. Receive, report and record the decisions of the judicial commissions for the Presbytery of the Cascades according to the constitution of the Presbyterian Church (USA). Provide staff resources for the Permanent Judicial Commission of the Presbytery, investigating committees, and general judicial process.

2. Provide staff services for the Committee on Representation, the Presbytery officers, to all making preparations for Presbytery meetings, and to the Amendments and Overtures Committee,
3. Provide secondary staff services for the Board of Trustees and Committee on Ministry Coordinating Council.
4. Maintain the historical records of the presbytery.
5. Oversee the annual review of session records, congregational rolls and verifications of annual financial review.
6. Interpret procedures and policies of the presbytery and the Presbyterian Church (USA).
7. Participate in meetings of presbytery staff.
8. Conduct orientations of commissioners to the General Assembly.

**III. Function:** Provide official communications on behalf of the Presbytery of the Cascades to and from other governing bodies of the Presbyterian Church (USA), other denominations and secular governmental agencies.

1. Process all inter-presbytery and intra-presbytery ministerial membership transfers and transitions.
2. Inform other governing bodies of the actions of the presbytery as appropriate.
3. Provide guidance and process management regarding overtures and proposed constitutional amendments.
4. Solicit, collect, and compile data for the presbytery's annual statistical report to General Assembly.
5. Provide certifications of ecclesiastical standing.
6. Produce and distribute ministerial identification cards on annual basis.
7. Maintain all appropriate rolls and records regarding minister-members of the presbytery.

**IV. Function:** Supervise the Administrative Assistant to the Office of the Stated.

1. Determine tasks to be performed and make staff assignments to accomplish those tasks.
2. Supervise the Administrative Assistant to the Office of the Stated Clerk through communication of areas of responsibility, priorities, deadlines, concerns, and training requirements.
3. Evaluate, in conjunction with the Personnel Committee, the Administrative Assistant to the Office of the Stated Clerk on an annual basis to ensure that the person possesses the necessary skills, knowledge and abilities to perform the job effectively.

**Relationships, Accountability and Evaluation:**

**Reports to:** To the Presbytery through the Personnel & Administration Committee

**Coordinates:** With the three Co-Executives.

**Supervises:** Administrative Assistant (Stated Clerk).

All employment positions in the Presbytery are subject to the Presbytery of the Cascades Employment Policies and Procedures.

**Evaluation:**

There is an annual review and performance evaluation in accordance with the Presbytery personnel policies. The Performance Review is scheduled in the fall.

**Compensation**

Salary for 2010 is \$51,000 plus professional expenses and benefits.

### **Skills, Knowledge and Abilities Needed:**

- I. The person should demonstrate effective skills in the following areas:
  - \$ Ability to handle complex situations and perform under stress.
  - \$ Ability to handle multiple tasks and deadlines.
  - \$ Ability to use computer or willingness/ability to learn.
  - \$ Basic business writing skills.
  - \$ Organizational skills to manage own workload.
  
- II. The person should demonstrate the following attitudes and commitments:
  - \$ An effective pastoral care-giver who readily thinks theologically.
  - \$ One who understands and appreciates the spectrum of theological viewpoints expressed by members of Presbytery in their diverse ministries and is personally committed to the Reformed Tradition.
  - \$ One capable of contributing a high level of knowledge, expertise and resourcefulness and of enthusiastically converting vision into reality.
  - \$ A person who has demonstrated experience with providing visionary leadership and administrative accountability at the middle governing body level of the Presbyterian Church (USA), and who has demonstrated a collaborative working style with staff colleagues and elected leadership.
  - \$ A person who has had experience with the variety of systems which enables our church to function, including Committee on Ministry and Presbytery Council.
  - \$ An organized, intentional facilitator who is able to carry out tasks as well as to be aware of the consequences of their accomplishment.
  - \$ A listener who can affirm others, particularly those who feel excluded.
  - \$ A person who quickly learns the complexities of the Presbytery of the Cascades.
  - \$ One willing to share power by enabling others to use it positively.
  - \$ An approachable human being whom presbyters can trust and relate comfortably, both as a person and an administrator.
  - \$ An effective communicator.
  - \$ A person who believes that Jesus Christ is Lord.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly requested to sit for prolonged periods of time. Close vision and manual dexterity are required to access data utilizing a personal computer and other office equipment. Talking and hearing are necessary when utilizing the phone for customer service and for presentations during meetings. Lifting up to 15 lbs. may be needed lifting file boxes and supplies.

**Approved:** September 2007